

EXTERNAL - Job Order Detail
STATE OF MONTANA IS AN EQUAL OPPORTUNITY EMPLOYER

Department: DEPARTMENT OF LABOR & INDUSTRY
Division: Employment Relations
Bureau: Workers' Compensation Regulations
Date Posted: 09/25/2008
Job Category: Business and Financial Operations
Position Number: 66204640
Position Title: AUDITOR
Bargaining Unit: 038
Union: MPEA
Location: HELENA
Job Status: Full Time Permanent
Salary: \$30,156.00 to \$37,695.00
Salary Unit: Year
Additional Salary Info: Successful applicant's pay will be set using the above salary range based on qualifications. A training assignment may be considered.
Shift: Daytime
Band: 5
Closing Date: 10/10/2008
Supplement Required: Yes

Applications must be received by 5:00pm on the closing date.

Apply to your Local Montana Job Service Center

- OR -

State Agency:

DEPARTMENT OF LABOR & INDUSTRY

P.O. Box 1728

HELENA, MT 59624

Phone: (406) 444-3710

Fax: 444-3685

TTY: 444-0532

E-mail: dliapps@mt.gov

Special Information:

This position covers areas in the counties of Lewis and Clark, Teton, Glacier, Toole, Liberty, Hill, Blaine, Pondera, Choteau, Cascade and Judith Basin. Extensive travel is required at least 25% of the time and a state car will be provided for work assignments. There is a possibility of irregular working hours depending on travel arrangements. Requires a valid Montana Drivers' License with a good-standing driving record.

The successful applicant must receive positive job references. Pay for employees new to the Department will be set at one step below the salary of employees with similar qualifications and shall have pay adjusted to the appropriate salary following successful completion of the trial period. A training assignment may be considered.

For further information about DLI agency and job application materials see:
<http://dli.mt.gov/jobopenings/>.

Upon date of hire, eligible for 100% state paid premiums for employee "core" medical, dental, and basic life insurance coverage (dependent coverage and supplemental options available at an additional cost). Earn 15 working days of vacation, 12 sick leave, and 10 paid holidays per year. Membership in a Retirement System with the state matching begins upon the first day of employment (vesting criteria applies).

Duties:

This position investigates employers to determine subjectivity to workers' compensation statutes and ensures employers acquire proper coverage. The auditor is responsible for the entire investigation of employer's misconduct and fraud cases. The auditor conducts audits of the employer's payroll records and assesses a penalty for noncompliance with workers' compensation laws. Confirms workers' compensation policy. Verifies the accuracy of the employer's payroll during the uninsured period. The auditor must be available to assist employers, accountants, attorneys, other state agencies, and handle inquiries from the public as well as injured workers. Serves as a source of information and gives advice concerning workers' compensation requirements. May be called upon to provide testimony regarding audit findings. An extensive amount of travel may be necessary and a leased state car will be provided for work assignments.

Competencies:

The successful incumbent should have a general knowledge or ability to acquire knowledge of accounting principles and procedures; theories, practices, and techniques of auditing; financial activity; applicable laws, rules and regulations pertaining to auditing; and general office organization, and ability to operate ten-key adding machine and personal computers with use of word processing, spreadsheets, and database software. Windows NT, Excel and Outlook will be the software used by the incumbent.

Must be able to learn a significant number of procedural guidelines and

technical provisions for application to work assignments; and Statewide Accounting Budget and Human Resource system (SABHRS) financial system. Must have the ability to apply theories and methods to laws and rules in the more complex employer and business situations; examine legal documents and interpret the content as they apply to business situations; track complex financial and business transactions; apply sound judgment to complex and factual situations; work under stressful conditions at times and be able to elicit cooperation and establish an effective working relationship with the public. Must be a self-starter with the ability to organize work in such a way to maintain a high degree of productivity.

Must possess good communication skills and be able to reason well and draw conclusions quickly. Must possess good writing skills, and be able to prepare well-organized and understandable reports.

The Department of Labor and Industry strives to provide an effective customer focused work environment. Our goal is to provide excellent service to all our customers. The core values of this Department are customer focus, individual responsibility, individual growth, ethics in the workplace, and continuous improvement. These values represent the Department's expectations of staff and the ideal employee is one who embraces these values.

Education/Experience:

Requires a combination of directly related education and experience equivalent to 5 years will be considered. Applicants that do not meet 5 years of qualifying education and/or experience may be considered for a training assignment. Requires a valid Montana Driver's license with a good driving record. The successful applicant(s) with college credits or college degree(s) shown on the application may be required to provide a copy of their college transcripts or diploma upon interview or prior to hire for pay setting purposes.

Application materials required initially for this position include the following:

Signed and completed State of Montana Employment Application (PD-25, Rev. 5/2003 or later). Portions of the application may be photocopied if legible (see application page 1 for instructions).

If Supplement Required, complete application supplement identified with your name and the position number (see attached Supplement Questions if provided).

Application materials required are:

1. SIGNED (typed signatures are considered) and COMPLETED State of Montana Employment Applications (PD 25).
2. Applicants **claiming the Veterans' or Persons with Disability Employment Preferences** (PD-25A) must provide verification of eligibility with the application materials.
3. Completed WRITTEN (typed) RESPONSE to Supplemental Questions.

*Application materials can be obtained from any Job Service office or downloaded from <http://dli.mt.gov/jobopenings>. Applications must be received by 5:00 p.m. on closing date. Applications will be rejected for late,

incomplete or unsigned application materials. Applications will be accepted via email, fax, or postal mail using addresses provided on front page.

**MPEA selection will be based on the following:

Qualifications = 30% Capabilities = 60% Seniority = 10%

***If reasonable accommodations are required, please notify Office of Human Resources (406) 444-3710/444-4534 in advance.

Supplemental Questions:

The information you provide on this application supplement will be used by the selection panel in combination with your education and experience to determine which applicants will be selected for an interview. Your responses will be viewed apart from your state application and other application material, therefore, IT IS IMPORTANT TO PROVIDE SPECIFIC INFORMATION REGARDING NAMES OF EMPLOYERS, DATES, JOB TITLES, ETC. In order to receive full credit, you must express yourself fully and completely. Do not expect the selection panel to make assumptions based upon your application, resume, or other materials when rating your application supplement.

Please put your name and the position and position number you are applying for at the top of each page.

1. This position requires a significant amount of independent work, since it is based in the field. This means that there would not be daily contact from the supervisor of the unit. Therefore, self-motivation is an important trait for the incumbent. Please outline your past work experience where you have been required to make the decisions. Include some with serious ramifications, without direction and/or approval of your supervisor.